

<h1 style="text-align: center;">基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">~ Japan Wide ~</p>		広報番号 : Announcement No.	HRO Okinawa-005-07
		募集締切日: Closing Date	9 Feb 07
		発行日: Date of Issue	31 Jan 07
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LAD <u>3</u>) Engineering Technician (Contracting Officer's Technical Representative), #0384 (エンジニアリング専門職)		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) <i>Current USFJ Employees</i> <i><u>in Japan</u></i> <i><u>No PCS Cost Authorized.</u></i>
2.部隊 Activity: NAVFAC FE Public Works Department Okinawa Facilities Engineering and Acquisition Division Project Management and Engineering Branch 勤務場所 Working Place: Kadena Air Base		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent ***** 応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません Submitted applications will not be returned. *****	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: MON-FRI 勤務時間・休憩 Work Hours/Recess Period: 0730-1630 Recess: 1200-1300 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached.			
7.資格要件/身体条件 Qualification/Physical Requirements <i>Basic Requirement:</i> <ol style="list-style-type: none"> Must have at least one year of specialized technical or administrative work experience equivalent at BWT: 1-5 level in the related work <i>OR</i> Masters Degree in a related field. Must have at least one year of experience in positions at the next lower grade (BWT: 1-5) level for promotion. <i>In addition to the Basic Requirement, applicant must:</i> <ol style="list-style-type: none"> Have at least one year of specialized technical work experience equivalent at BWT:1-5 level in the related work or four years college in a related field. Have knowledge of advanced aspects of construction engineering, inspection parameters in orders to recommend and approve engineering design change, judge rate of construction process and determine reliability of contractor's data. Have knowledge of computers. Have ability to speak, read and write English at fluent proficiency level (LAD:3). Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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<p>*印の記入は<input checked="" type="checkbox"/> 英語で English</p> <p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy).</p>		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 POC POC: MS. AYANO SHIMABUKURO PERSONNEL TECHNICIAN, DSN: 634-6717	<ul style="list-style-type: none"> ・ 通勤圏外 MLC/IHA 従業員 : DSN : 634-8238 ヘファックスでの提出を受け付けます。 (Application is accepted by Fax at DSN: 634-8238 for the applicant who works outside the commuting distance.) ・ 通勤圏内 MLC/IHA 従業員 : 嘉手納基地内 Bldg # 3597 海軍人事課、キャンプフォスター内 Bldg # 4 9 0 AAFES 人事課、又はキャンプフォスター内 Bldg # 4 9 5 海兵隊人事課にて受け付けています。 Please submit the application to Bldg#3597 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster. 	PD is accurate and current. Certified by Activity
		HRO

TASK LIST

A. Technical Review, Field Engineering, Problem Solving and Inspection. 70%

1. Prior to contract award, reviews construction plans and specifications for errors/omissions, potential problems and feasibility of construction. Visits project sites during reviews and recommends design/material revisions to meet actual or potential field conditions. (5%)
2. Coordinates and conducts site exams during contract bid stages along with prospective bidders. (5%)
3. Reviews contractor's shop drawings, catalog cuts, certifications, testing reports, samples and all other required submittals for conformance with contract requirements. Approves or disapproves contractor's submittals. (5%)
4. Performs on-site inspection of each assigned project during the process of construction for compliance with requirements of contract plans and specification.
5. Insures that all phases of the work are completed in the proper sequence according to approved construction schedules and recognized standards in compliance with contract requirements. (15%)
6. Assists in the coordination of work to be done by other Government agencies, transfer of government-furnished materials and equipment to the contractor and obtaining approval on utility outages and road closures from cognizant using Activities. (10%)
7. Becomes thoroughly familiar with all pertinent contract documents relative to assigned projects.
8. Enforces all applicable safety regulations and Base regulations. (5%)
9. Conducts preliminary and final acceptance inspections of completed facilities.
10. Insures maintenance and accuracy of As-Built Drawings. (5%)
11. Coordinates complex work schedule to assure completion of facilities in a timely manner with a minimum of interruption to outgoing Government operations. (5%)
12. Performs engineering computations on various aspects of electrical, mechanical, and structural system. Investigates technical field problems and provides recommended solutions. Prepares drawings/sketches when needed to clarify recommended solutions. (15%)

B. Reports and Quality Assurance Plan. 10%

1. Prepares Construction Representative Reports (CPR) and reviews the contractors Daily Report to Inspector (DRI).
2. Prepares and maintains Deficiency Status Logs for each assigned project.
3. Prepares and maintains a Quality Assurance Plan (Inspection Plan) for each assigned project.
4. Prepares Contract Construction Compliance Notices (CCCN) and coordinates the issuance of this Notice with the Deficiency Status Log.

5. Prepares monthly contract status reports as required for purposes of monitoring and reporting progress to higher echelon.

C. Contractor Payments and Modifications. 10%

1. Review contractor payment invoices for completeness and accuracy of reported progress. Recommends approval/disapproval of progress payments to the assigned Administrative Contracting Officer. (5%)
2. Assists in the review of contractor request for compensation for alleged additional costs and/or time extensions. Provides recommendations/comments as to the merit and quantum of the request.
3. Prepares Government cost estimates for modifications and participates in negotiations as requested. (5%)
4. Prepares no cost, no time field changes form as requested for Contracting Officer approval.

D. Contract Completion and close-out. 5%

1. Ensures that all required submittals are received from the contractor prior to final payment.
2. Ensures that all construction deficiencies are corrected.
3. Prepares contractor evaluation information report.

E. Other. 5%

1. Performs other duties as assigned.